**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**April 21, 2021**

**Meeting held via conference call**

1. Due to COVID-19, the regular meeting of the MLWSSD was held on Wednesday, April 21, 2021 via conference call. Proper posting guidelines were followed. Vice -Chairman Koski called the meeting to order at 5:30 p.m. Those members in attendance included: Vice-Chairman Cliff Koski, Treasurer Eric Nielsen, Henry Gretsfeld and Clair Strandlie. Also in attendance were: Executive Director Darla Hall, Superintendent Keith Newman. Chairman Kuster was absent from the meeting.

2. Approval of the Agenda: Motion was made by Strandlie second by Gretsfeld to approve the agenda as presented. Motion carried 4/0.

3. Guests: None Scheduled.

4. Approval of Minutes: Motion was made by Strandlie second by Gretsfeld to approve the Regular Meeting Minutes and the Reconvened Meeting Minutes of the MLWSSD for March 17th and March 24, 2021as written. Motion carried 4/0.

5. Executive Directors Report:

 a. City of Moose Lake Outstanding Overage Charges: A letter was received from the City of Moose Lake on April 15, 2021 stating the City would accept the proposed resolution of the 2019 and 2020 billing with the final payment from the District being $1,361.77, agreed to not revisit this topic and would consider this payment a full resolution. City did not agree to the District’s terms of not using the flow numbers as reliable data or historical flow data for any future calculation due to the calibration errors that took place in those two years. Motion by Gretsfeld second by Strandlie to pay the $1,361.77 to resolve the 2019 and 2020 overages and to send a letter restating the District’s opinion that the Board does not accept the accuracy of the flow numbers and that they should not be used for future calculations. Motion carried 4/0. Issue of the City’s freezing water line policy was discussed and it was decided that this issue should be brought up to the City of Moose Lake in the fall and addressed.

A letter was received from the City of Moose Lake dated April 15, 2021 indicating a rate increase of 5% would go into effect January 1, 2022 to account for wage and insurance increases as well as additional operating expenses. The increase was passed onto to the two state facilities as well. The increase includes both the base rate and the excess flow rate. In reviewing the contract the excess flow rate cannot be adjusted. Hall also verified this with Attorney Mia Thibodeau. The last increase was in 2017 and was $.12. This increase in 2022 would result in a $.11 increase and bring the base rate to $2.39 per 1000 gallons. Gretsfeld questioned what impact this increase would have on the budget and the current rate charged to our customers. This would be looked at when setting the budget in September. Motion by Nielsen second by Gretsfeld to accept the $2.39 base rate effective January 1, 2022 but in accordance with the contract the excess flow rate cannot be adjusted. Motion carried 4/0. Hall to send a letter to the City advising them of the Board’s action.

 b. Working Remotely –Estimate on Costs: Director Hall discussed the working remotely options with Jason Haukland. Cost is estimated to be around $1,500 to $2,000 to purchase a lap top, two external hard drives, install all the programs etc onto the lap top and set up at Hall’s home. In addition the Microsoft Office program is currently 2013 version and Haukland suggested the District may want to upgrade that program as well. Hall noted that she has purchased a better printer for home use as well as a new monitor, etc so the cost would just be ink cartridges for the printer. Motion by Gretsfeld second by Strandlie to approve spending up to $2,500 for purchasing lap top, two external hard drives, updating Microsoft Office and setting up the remote office for Hall so that she can work more efficiently at home. Motion carried 4/0. Nielsen asked Hall to get Jason’s opinion on purchasing the office program versus subscribing to upgrades and go with his recommendation.

 c. Point of Sale Ordinance – Suggested Modifications: Hall received an email from Lake Superior Area Realtors with some recommended modifications to Ordinance #3. The realtors would like to see language changed that would allow the homeowners to list their home before having to complete the inspection. They would also like to see clarification in the Ordinance regarding the inspections required. Hall informed the Board that she responded on behalf of the District indicating that the District would not be interested in changing any language at this time since the Ordinance just went into effect on Janaury 1, 2021 and that the District and our attorney drafted the document over a two year period but that she would keep the recommendations on file in the event the District looks at modifications in the future. Hall also responded that the District would not be interested in changing the language of allowing the homeowner to list the property before the inspection as this would cause the issue to fall back onto the title companies and possibly cause the need for more escrow’s to be set up in the event that issues are found during the inspection process. During the month there was some confusion regarding the letter that was sent out last December to homeowners and realtors regarding the number of inspections required as well as who is qualified to do the inspection. For clarification purposes Hall drafted a new letter and sent out to the homeowners and realtors indicating the process needing to be followed.

6. Superintendent Report: See written report prepared by Superintendent Newman. Keith had several discussions with Rick Lewis, realtor, about getting sewer service to Marie Wilson property that is for sale on Olson Drive. Keith informed Lewis they would be allowed one connection but if development was to occur they would need City approval, MPCA approval etc. Newman noted that the 75 foot lakeshore lot attaches to six acres and sewer is there but it crosses in the 75’ lot. It was noted that if a development would be looked at for this area it would also need to go to Windemere Planning and Zoning.

Keith received a call from Natalie at United Country regarding Mary Stoj (next to Walls property) located on far west end of Pine Grove Lane. It is a small lot. Windemere Zoning would need to ok to build there first. Keith looked it over and yellow stakes were there indicating where the corner of the house would go but it was in the middle of the sewer district’s easement. It would need to be surveyed etc before anything further could be done.

Keith questioned the process on the Ordinance #3 in regards to transferring ownership. He received a call from Mrs. Walls indicating she is turning the property over to her children and questioned if a Certificate of Compliance would be needed. Hall noted the language states any transfer of ownership so yes it would be required.

Permits issued this month included 2020-003 for Cary Transberg on Olson Drive (33.0089.000) they have disconnected and removed old mobile home to use lot for a camper. Gretsfeld questioned if the homeowner was planning to connect the camper. Keith informed him the connection was dug and up, sealed and buried as campers are not allowed to connect to the system.

Permit was issued 2021-002 for Terry Thomas on Birchview Drive (63-240-0120). The televising showed a slight sag in the lateral and the owner had it repaired to prevent any problems.

Certificate of Compliance issued: 2021-002 Lance Wittnebel (63-070-0280); 2021-003 Tony Jusczak (63-022-3550).

Keith asked for permission from the Board to purchase a new frost blanket for Station H as well as a metal detector for finding manholes etc. Board agreed and noted that he should get a good metal detector. Keith will bring back pricing to next meeting.

Compensation discussion for Newman enforcing Ordinance #3 tabled until further data is gathered.

7. Treasurers Report: Treasurer Nielsen reviewed the financials with the Board for the month ended March 31, 2021. Balance in checking on March 31, 2021 was $3,948.66. Nielsen had reviewed the bank reconciliation and statements and found the books to be in order. Today’s claims include check numbers 12217 thru 12233 as well as three EFT payments for payroll taxes for a total amount of $18,005.37. It was noted that check number 12216 in the amount of $5750.35 to the City of Moose Lake for January and February treatment fee’s was approved at the March 24th meeting. Motion was then made by Gretsfeld second by Strandlie to approve the Treasurers Report as well as payment of today’s claims to include check numbers 12217 thru 12233 as well as three EFT payments for a total amount of $18,005.37. Motion carried 4/0.

8. Old Business:

 a. Flow Numbers: March 2021 average daily flow was 67,728 gpd. There was a spike at the flow station on March 25th but the other numbers seem more in line with Lift Station #1. Keith noted the City was working at the flow station on April 21st for quite some time.

9. New Business: Vice-Chairman Koski informed the Board that someone is purchasing their home and that he may be off the Board after the next meeting. Board will need to start thinking of possible replacement recommendations to provide to Moose Lake Township.

10. Adjourn: Motion was made by Gretsfeld second by Strandlie to adjourn the meeting. Motion carried 4/0 and the meeting adjourned at 6:34 p.m. Next meeting will again be held by conference call.

Minutes by Darla Hall, Executive Director